Section 7.4 FUNCTIONS MENU
Data Collection Inquiry
Equipment Tab

Purpose	This section provides the procedures for **Timekeepers** and **Employees** to inquire on time and/or mileage entered for equipment used by using the **Equipment** tab window.
Tab	Equipment
Reminders	**1.** The Equipment tab is accessed through the Functions, Data Collection Inquiry items on the menu bar.

Equipment Tab

The following window is displayed when the Equipment tab is selected. The fields displayed are described on the following page.

DCDS									▼ ▲
<u>F</u>ile	<u>E</u>dit	<u>O</u>ptions	F<u>u</u>nctions	<u>P</u>arams	<u>R</u>eports	<u>W</u>indow	<u>H</u>elp		

Data Collection Inquiry							▼ ▲

Selection	Time	Activity	Equipment	Inventory	Leave Req	Emp Info	History

Doan, Elroy K   590-10-2244 Eff Dt: 02/17/1991   PP EndDt: 9/6/97   Ver: 0 Adj Type:

Equipment Display

Equip No			Start Date	End Date			Hours	Start Meter			End Meter	Pers Miles
AY	Index	PCA	Grant	Ph	AG1	Project	Ph AG2	AG3	Multi			Std
10923			09/06/1997	09/06/1997			25.0	200.0			264.0	
												☒
			Total Hours:			25.0						

<=	<	>	=>				Close

Ready

Issue Date: **March 26, 2001**

Revised: **October 15, 2001**

MAIN HRS

***DCDS** Procedures Manual*

Page: **7.4-3**

Data Collection Inquiry

Section 7.4 - ***Equipment Tab***

Equipment Tab

The following information is displayed:

Field Name	Description
Equip No	The equipment number reported on the Equipment Usage Entry window.
Start Date	The beginning date for usage entered on the equipment usage entry window.
End date	The end date for usage entered on the equipment usage entry window.
Hours	The number of hours reported for each equipment number.
Start Meter	The meter reading at the start date for which usage is reported.
End Meter	The meter reading at the end date for which usage is reported.
Pers Miles	The number of personal miles reported for each equipment number.
Coding Block Elements	The coding block reported for each equipment number. **Note:** If the standard coding block is being used, a ✓ will display in the Std field and the coding block element fields will be blank.
Std	Displays a ✓ if the standard coding block was used.
Total	The daily total of hours reported for each piece of equipment used.